

Executive Registry
9. 2669

APR 19 1957

MEMORANDUM FOR: Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)

SUBJECT : Agency Regulations

1. In the course of commenting on a number of proposed new regulations and reissuances of old regulations, it has appeared to me that a great deal of detail is being included which, in fact, tends to bog down the regulatory system which is, even now, much too long and cumbersome. The Regulation [ ] which provided for the Agency Regulatory System, clearly states that "Regulations prescribe Agency policy, establish organization, designate authorities, assign responsibilities and set forth essential procedures." In turn, provision is made in the same regulation for the issuance of handbooks as technical or informational supplements to Agency regulations which shall interpret policies and provide detailed methods and techniques for the application of Agency procedures and the performance of Agency functions.

2. As an example of the unnecessary gratuitous inclusions in regulations, I would point to Regulation [ ] which includes 32 pages of detailed material, even down to the certification that shall be made by a traveler whose speedometer is broken. I have, in recent surveys, noted that an inordinate amount of time was being spent by offices in the Agency not only to carry out all the regulatory requirements but also just to keep the Agency regulations books up-to-date. Furthermore, much of the material might never be applicable to such office at any time.

3. I should like to suggest that we, jointly and severally, make a strenuous effort to reduce the regulatory system in accordance with the directive in Regulation [ ] Paragraph 3.1. (quoted above). This would enable us to establish only once the "organization", to refer only once to the designation of "authority", and in each appropriate regulation refer solely to basic policies, responsibilities and only the most essential procedures.

4. If the above procedures are followed, appropriate discretion and judgment could be much more effectively employed by officials who have been assigned responsibilities which should decrease the administrative workload and permit time for more effective Agency activities. In turn, the supervising officials and authorities to whom responsibilities have been assigned can be more adequately judged in their performance.

/s/ Lyman Kirkpatrick

Lyman B. Kirkpatrick  
Inspector General

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APR 18 11 22 AM '57